



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO 3061.2

7

16 MAR 1995

ORIGINAL

FORCE ORDER 3061.2

From: Commander
To: Distribution List

Subj: FROST CALL SYSTEM

Encl: (1) Record of Notification
(2) Frost Call Flow Chart

1. Purpose. To provide for rapid dissemination of information or emergency recall of personnel assigned to the Marine Forces Reserve (MARFORRES) in case of disaster or mobilization.

2. Cancellation. ForO 3061.1.

3. Instructions

a. All Frost Calls within the MARFORRES will be originated or approved by the Commander, Chief of Staff, or officer designated to act for them in their absence.

b. All Frost Calls will be preceded by the words, "This is a Frost Call".

c. Each person receiving or relaying a Frost Call will maintain a record to include the name(s) of the person(s) calling or called, time called, and the information or text of the Frost Call. Enclosure (1) will be used as a record of notification.

d. The MARFORRES Command Duty Recall Rosters retained in the Command Duty Office contain the phone numbers and addresses of personnel within this Headquarters. These rosters may be used to obtain any phone number required in the event of a Frost Call.

e. The Adjutant has the responsibility of maintaining the Command Duty Recall Rosters. All personnel of this Headquarters will notify their section administrative personnel of any change in their address or phone number. Each section's administrative personnel are required to provide the Adjutant their section's Recall Rosters by the 15th of each month.

f. When recalled is involved, all personnel will muster with their sections within three hours after notification of a Frost Call. If needed and at the direction of the Commander, or Chief of Staff, the Commanding Officer, Headquarters Battalion will cancel all authorized leave and personnel in leave status will return to duty immediately.

16 MAR 1995

g. All personnel will be indoctrinated in Frost Call procedures. The enclosures or extracts there of will be posted in order to facilitate rapid dissemination of Frost Call information.

3. Action

a. During Working Hours

(1) The Staff Secretary will initiate an approved Frost Call by notifying the officers indicated in enclosure (2).

(2) All calls will be initially made to Commanding Officer(s) and /or section heads. In the event of the absence of a Commanding Officer or section head, the next senior officer or enlisted personnel available will record the information and pass it to the officer concerned without delay. The Frost Call sequence will not be delayed due to the non-availability of the senior officer concerned.

(3) Upon receipt of the information, each individual notified will immediately notify the next echelon indicated enclosure (2).

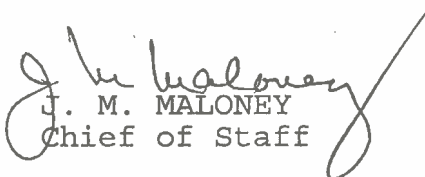
b. During Non-Working Hours

(1) The MARFORRES Command Duty Officer will initiate an approved Frost Call after working hours by notifying the officers indicated in enclosure (2).

(2) The instructions contained in paragraph 3a(2), (3) above are applicable during Non-Working Hours.

c. Commanding Generals, 4th Marine Division, 4th Marine Aircraft Wing, 4th Force Service Support Group, Marine Corps Reserve Support Command, Reserve MAGTF Command Elements Atlantic and Pacific and Commanding Officer, Headquarters Battalion (MARFORRES) are responsible for Frost Call procedures and will establish procedures for internal dissemination of Frost Call information.

4. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. M. MALONEY
Chief of Staff

DISTRIBUTION: A1/B1

RECORD OF NOTIFICATION

Frost Call Received from: _____

Date/Time: _____

Subj: _____

| <u>Section</u> | <u>Person Contacted</u> | <u>Time</u> |
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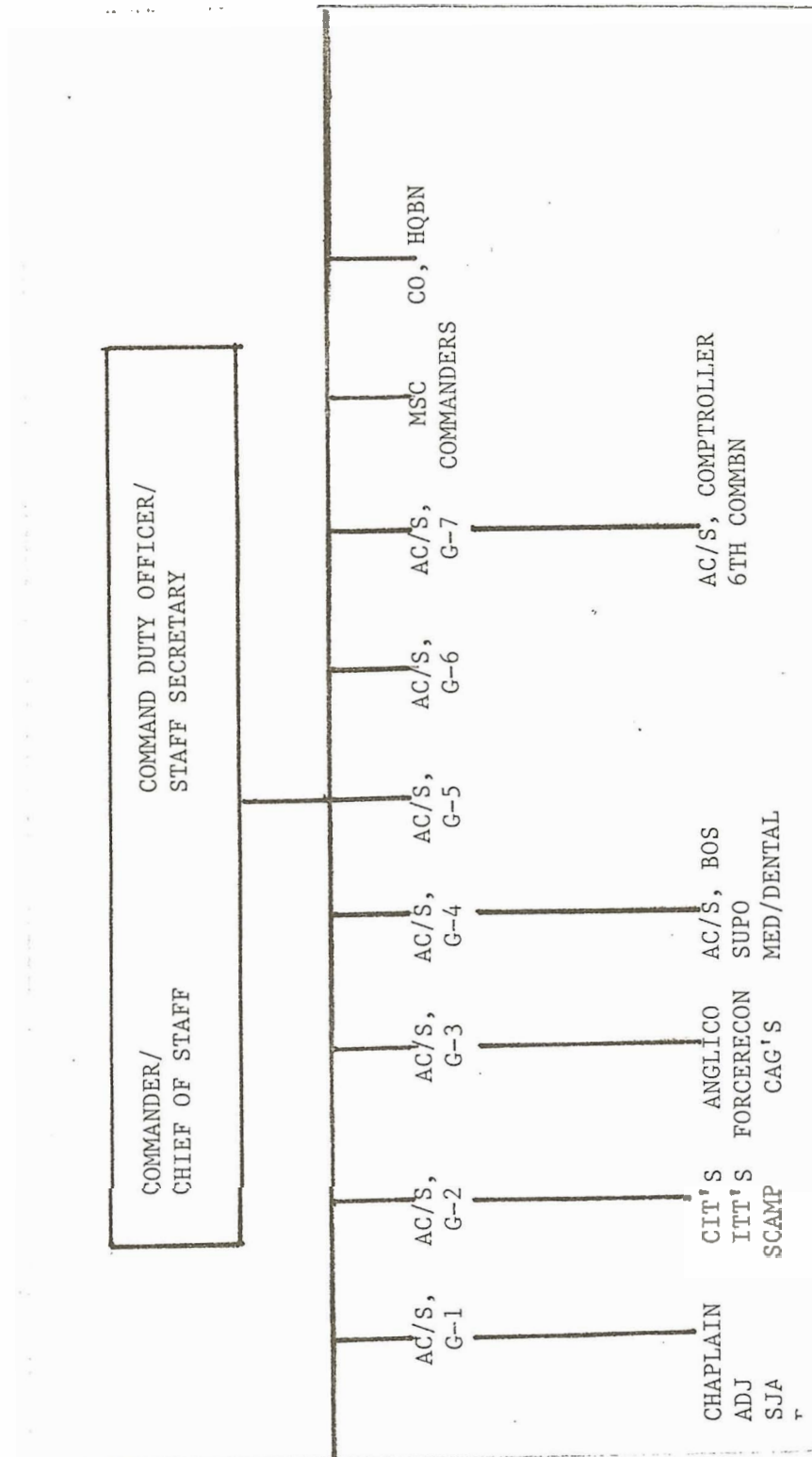
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(SIGNATURE)

ENCLOSURE (1)

FROST CALL FLOW CHART



ENCLOSURE (2)



Lina S Wall

08/11/98 02:47 PM

To: Renee D Harris/G-1/MARFORRES@MARINES, Natarsha P Williams/G-1/MARFORRES@MARINES
CC:
Subject: ANNUAL REVIEW OF FORO 3061.2

----- Forwarded by Lina S Wall/G-1/MARFORRES on 08/11/98 02:49 PM -----



Patricia A Roberts
08/11/98 02:39 PM

To: Dale Hunt/G-1/MARFORRES@MARINES, Natarsha P Williams/G-1/MARFORRES@MARINES, Renee D Harris/G-1/MARFORRES@MARINES, Lina S Wall/G-1/MARFORRES@MARINES
cc: David Byrnes/G-1/marforres@marines, Paul J Buckley/G-1/MARFORRES@MARINES
Subject: ANNUAL REVIEW OF FORO 3061.2

1. Prepare change transmittal with the following changes

- a. Paragraph 3.c. change "...Reserve MAGTF Command Elements Atlantic and Pacific..." to read "...I MEF Augmentation Command Element (MACE) and II MACE...".
- b. Re do enclosure (2) to reflect the following changes and reflect as a page change on the transmittal.

- (1) change "AC/S, G-5" to read "AC/S P&R"
- (2) After CO, HQBN on new line add "AC/S Fac".
- (3) Under AC/S, G-4 delete AC/S, BOS.